



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

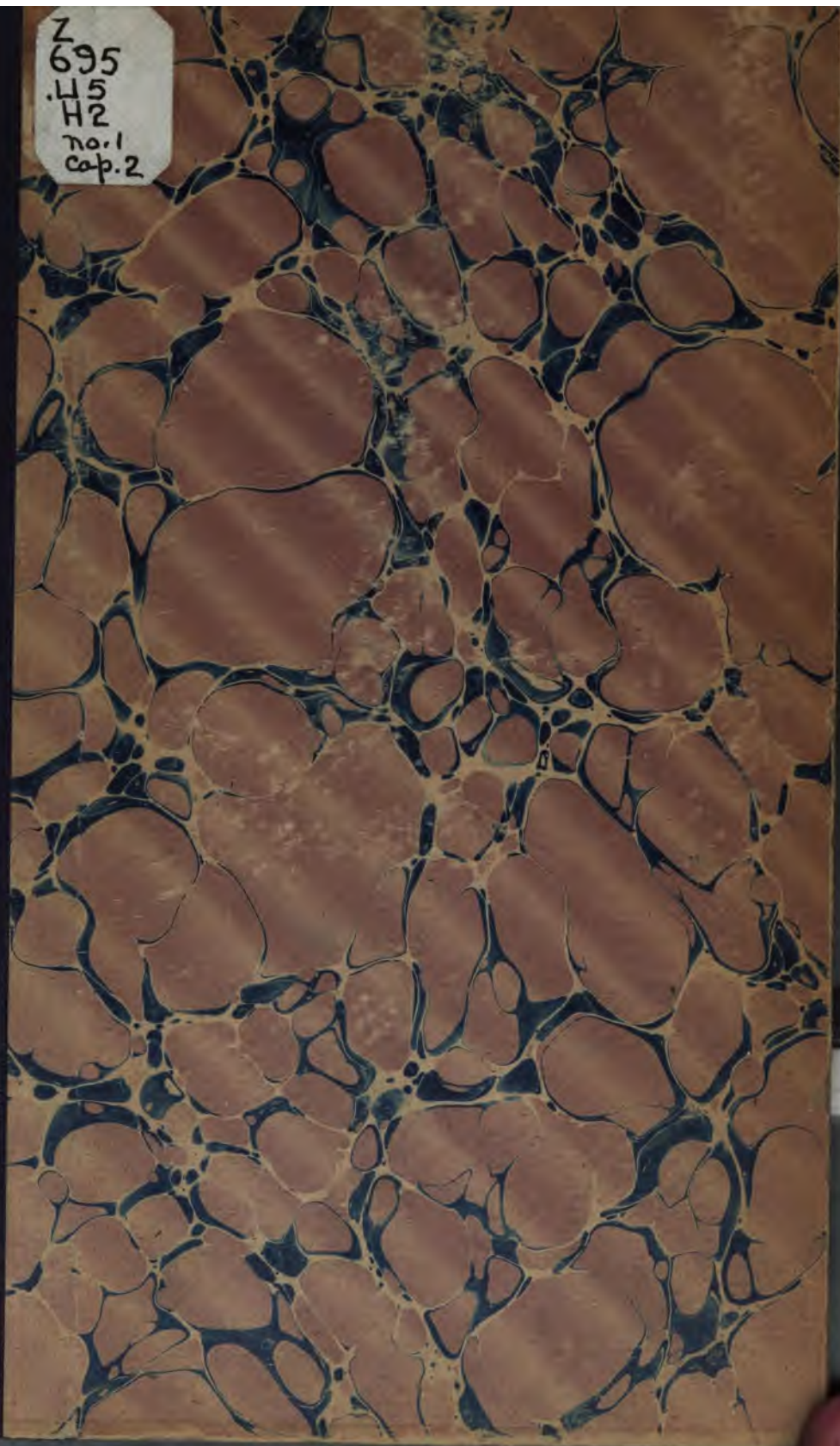
We also ask that you:

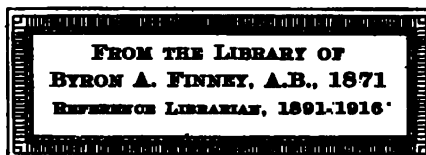
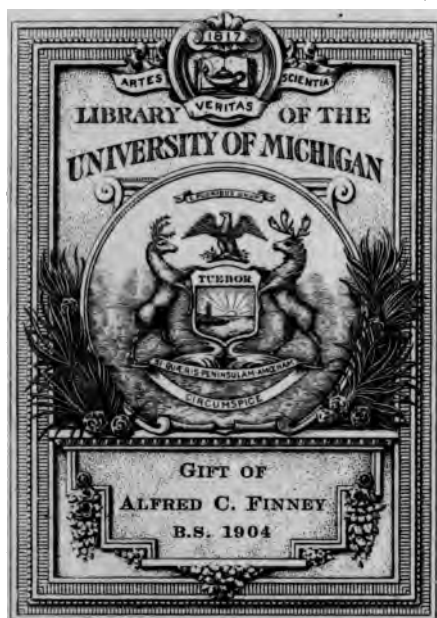
- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

Z
695
.H5
H2
no.1
cop.2





THE LIBRARY OF CONGRESS
CATALOGUE DIVISION - CARD DISTRIBUTION SECTION

HANDBOOK
OF
CARD DISTRIBUTION

FIRST EDITION

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY DIVISION
1963



115
THE LIBRARY OF CONGRESS. *Card Division*
CATALOGUE DIVISION—CARD DISTRIBUTION SECTION

HANDBOOK
OF
CARD DISTRIBUTION

FIRST EDITION

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY DIVISION
1902

Z
675
45
H2
no. 1
Cop. 2

All regulations contained in this Handbook will go into effect September 1, 1902. Except in so far as modified by later regulations dealing with specific items, published in the Bulletin, they will continue in effect until another edition of the Handbook is ready. All regulations contained in the 1st and 2d circulars relating to card distribution which are not incorporated herein are hereby annulled.



Communications which contain orders for cards or deal with the card-distribution work in any way should be addressed:

THE LIBRARIAN OF CONGRESS,

WASHINGTON,

(CARD DISTRIBUTION.)

D. C.

gift of a C. T. Murray
1-13-40

CONTENTS.

	Page.
PREFACE.....	5-6
PART I.— <i>The printed catalogue cards of the Library of Congress</i>	7-10
Universal use of catalogue cards.....	7
Cost of cataloguing.....	7
Multiplying expense	8
Advantages possessed by the Library of Congress	8
Saving which may be effected.....	9-10
Endorsement of the A. L. A. Publishing Board	10
PART II.— <i>The form of the cards</i>	11-13
Size of the cards.....	11-12
Maintenance of the standard size	12
Thickness of the cards.....	12
Weight of the cards.....	13
Quality of the bristol.....	13
Variation in style of type and form of entry	13
Omissions and errors in cataloguing	13
PART III.— <i>Use of the cards</i>	14-19
Ways in which the cards may be used	14
Method of using the cards.....	15-16
Explanation of cards in sample catalogue	16-19
PART IV.— <i>Sale of the cards</i>	20-36
How to order cards	20
Slips vs. sheets	20-21
Name of library	21
Number of cards wanted per title.....	21-23
Orders by serial number	23-25
Orders by author and title.....	25-29
Titles held for cards.....	29-31
Orders for cards in stock on special subjects.....	31
Subscription to cards as currently printed	31
Time required for filling orders	31
Errors in distribution.....	31-32
Prices of cards	32-33
Price of cards for specific books	33
Price of cards on specific subjects.....	33
Price of subscription to cards as currently printed	33-34
Subscription to proof sheets	34
Special rebates on subscription prices	34-35
Proof sent on request.....	35
Price of sample catalogues.....	35
Method of payment	35-36
PART V.— <i>Scope of the stock</i>	37-46
The stock by series.....	38-39
The stock by classes.....	40-46
PART VI.— <i>The depository libraries</i>	47-48
APPENDIX I.—Abbreviations for forenames.....	49
APPENDIX II.—Supplies for ordering cards.....	50

PREFACE.

In compiling this first edition of the Handbook the design has been to utilize the experience gained during the past ten months in distributing cards, with a view to rendering the distribution more effective. The experience of these months has demonstrated clearly enough that there are so many uncertain factors in the work that for some time to come there will be need for experimentation. Though manifestly incomplete, and perhaps inadequate, it has been called the "first edition" in order to avoid ambiguity in citing it later.

The publications issued hereafter to aid in the work will be issued in such form as to facilitate change in the regulations as to distribution and the discussion of unsettled points. Discussion of possibilities and records of experiments will be printed in the Bulletin; other more permanent matter in the Handbook. New editions of the Handbook will, however, be issued whenever the supplementary information essential to carrying on the work has become so considerable as to require its incorporation in the Handbook.

To obviate duplication and conflict between Handbook and Bulletin, a printed slip will accompany any issue of the latter which affects any *essential regulation* contained in the former, pointing out the regulation canceled and the one by which it is canceled.

Copies of the Handbook and of the successive issues of the Bulletin will be supplied to subscribers gratis and care will be taken that copies of each are mailed to all on the list. Subscribers who for any reason fail to receive their copies can obtain them on application. On the other hand, the fact that a subscriber has not received the copies or has overlooked some of the regulations contained therein cannot be accepted as a valid reason for non-compliance with the regulations.

The regulations as to the sale of cards contained in Part IV may seem unnecessarily detailed and guarded, but they have been made precise with the sincere purpose of keeping the price of cards as low as possible and at the same time allowing subscribers all reasonable latitude in choosing a method of ordering suited to the needs of their several libraries.

No better way of adjusting prices so as to deal equitably with libraries which require the minimum service and those which require service entailing extra cost has appeared than that of charging extra for each extra item of service, including the extra bookkeeping involved.

Acknowledgment is hereby made of helpful suggestions received from subscribers and made use of in this issue of the Handbook. Suggestions for the next issue are invited.

C. H. HASTINGS,
In charge of Card Distribution.

HERBERT PUTNAM,
Librarian of Congress.

Washington, D. C., August, 1902.

PART I.

THE PRINTED CATALOGUE CARDS OF THE LIBRARY OF CONGRESS.

[In lieu of matter especially prepared for Part I, the following extract from a statement given to the press in July, 1901, by the Librarian of Congress and published as a Memorandum to accompany the first circular relative to the card-distribution work (October 28, 1901) is again published here, with a few slight changes.]

UNIVERSAL USE OF CATALOGUE CARDS.

“Practically all American libraries to-day have card catalogues. In these every book appears under its author, under the subjects of which it treats, and sometimes under its title if the title differs from the subject. Some books have to appear in perhaps only two places, others in forty or fifty where there are many authors and many subjects treated by them. On an average, a book appears in from three to five different places. Now, the cards that libraries have used were in the first instance written; then they came to be typewritten, and in recent years they have in some libraries come to be printed. Printing is possible, of course, only for the larger libraries which are handling a large number of books and making elaborate catalogues—the New York public library prints, the Boston public library, the Harvard College library, the John Crerar of Chicago, and even the Carnegie at Pittsburg.

“The Library of Congress has for some time been printing. It has now within its walls a branch plant from the Government Printing Office.

COST OF CATALOGUING.

“Now, the cost of getting any particular book into the card catalogue is far greater than the public has any notion of. There are various elements of cost. There is the work of the cataloguer, who is an expert; then there is the work of the transcriber if you multiply copies of the card by transcription or by typewriter. If you print, there is the cost of composition and presswork. The stock would cost the same whether you transcribe or print. But the two most costly factors are the work of the cataloguer, the expert, and the work of the compositor or transcriber. It has been estimated that on the average the total cost of getting a single book into a library catalogue is from 25 to 35 cents. Not a single volume, of course. A book may be in a hundred volumes and yet represent only one title to be handled; it may be in one volume and represent twenty subjects to be handled; but on the average the cost is from 25 to 35 cents for each book, or what the librarians refer to as a ‘title.’

MULTIPLYING EXPENSE.

“The interesting thing is that until now libraries have been in effect duplicating this entire expense—multiplying it, in fact, by each one undertaking to do the whole work individually for itself. There are thousands of books which are acquired by hundreds of libraries—exactly the same books, having the same titles, the same authors and contents, and subject to the same processes. But each library has been doing individually the whole work of cataloguing the copies received by it, putting out the whole expense. Forty years ago Prof. Jewett, then librarian of the Smithsonian Institution, conceived the notion of a central bureau which might attend to these processes, the most expensive part of them, once for all, and make available its results to the various libraries receiving identical material; but the project never came to anything.

“There have been distributions of printed cards on a small scale or covering special subjects. The United States Department of Agriculture distributes its card indexes to subscribers paying the cost of the extra copies provided for the purpose, and is thus making generally available in convenient form, at a nominal cost, information of great value to investigators. The American Library Association (not as a scheme for profit, since it is not a commercial body, but merely as a measure of professional co-operation) has issued cards indexing certain scientific serials, and even cards cataloguing certain current books. But the Association has no library nor any corps of expert cataloguers. For the material to be catalogued it had to depend upon voluntary gift or loan from the publishers. The cards issued did not cover enough titles to interest a large library; they covered too many to interest a small one. Yet a subscription had to be required for the entire series. There were never more than a hundred subscribers.

ADVANTAGES POSSESSED BY THE LIBRARY OF CONGRESS.

“Since the Library of Congress moved into the new building expectation has turned to it. It has already the largest collection of books on the western hemisphere; it is increasing more rapidly than any other single collection. It receives without cost two copies of every book entered for copyright in the United States. It receives these on or before the date of publication, and thus usually in advance of any other library. It receives an enormous mass of material through exchange. And it is buying a mass of other books, current and non-current, which includes a large portion of material in current acquisition by the other libraries of the United States. It is classifying and cataloguing this material on its own account. It is printing the results in the form of cards. It is reclassifying and recataloguing its existing collection (excluding duplicates, over 700,000 books and pamphlets), and is printing these results also on cards. These cards are of the standard form, size, type, and method of entry. The Library has been in consultation for over a year

past with a committee of the American Library Association—a committee of experts—in order to arrive at standards, and we have now arrived at what might be called a standard in all these respects . . .

SAVING WHICH MAY BE EFFECTED.

“The Library of Congress is now receiving this urgent appeal: To permit other libraries to order extra copies of the cards which will cover books that they are acquiring; just as they are permitted to secure extra copies of the card indexes of the Agricultural Department, or, indeed, of any government publication, paying the cost plus 10 per cent.

“Should this course be adopted, the Library of Congress would be expending no greater expert labor than before; the government would be fully reimbursed for the additional mechanical work and material; and the other libraries of this country would be saved an expense, which in the aggregate is now an enormous expense, of duplicating, indeed of multiplying many times over, the outlay on the two factors of cost which are the largest factors—the work of the cataloguer and the work of the transcriber or compositor. Between 1891 and 1896 there were 7,000,000 volumes added to 4,000 libraries in the United States. These may have represented 500,000 different ‘books’ or ‘titles.’ The cost to catalogue these once, at 35 cents a title, would have been but \$175,000. They were catalogued many times over; how many times can only be guessed, for, of course, some books were acquired by only one library, others by hundreds of libraries. Assuming that on the average each book was catalogued only six times, the total cost to the 4,000 libraries was \$1,050,000. Could they have acted as a unit, having the books catalogued and the cards printed at some central bureau and multiplying copies to supply the need of each, the total cost would certainly have been kept within \$300,000. The saving effected during this short period alone would therefore have been two-thirds of the total; on the basis assumed, over \$700,000.

“American instinct and habit revolt against multiplication of brain effort and outlay where a multiplication of results can be achieved by machine. This appears to be a case where it may. Not every result, but results so great as to effect a prodigious saving to the libraries of this country. The Library of Congress cannot ignore the opportunity and the appeal. It is, as I have said, an opportunity unique, presented to no other library, not even to any other national library. For in the United States alone are the library interests active in cooperative effort, urgent to ‘standardize’ forms, methods, and processes, and willing to make concession of individual preference and convenience in order to secure results of the greatest general benefit . . .

“The Library is now printing cards at the rate of 175 titles a day, or 50,000 a year. The copyrighted books form, of course, but a small fraction of these. Thousands of the others will be of interest to other libraries and

sought by them. Those of them which represent books that they possess or are about to acquire will save them expense; those that do not will still contain for them bibliographic information of value. The Library of Congress will itself include a large percentage of the books to be found in any other particular collection in the United States. The remainder will be largely included in the contents and accessions of a half-dozen of the other great libraries. Cooperation may enable the titles of these also to be brought into the scheme of distribution, so that finally there shall actually be practically a centralization of this work . . .

“‘What will become of the cataloguers?’

“The cataloguers are perhaps the most enthusiastic for the project. Cataloguing is a work of many processes. The centralization will eliminate only two, and these the initial. It will free some human energy. In the smaller, more popular libraries this will be available for direct service to readers, of which there can never be sufficient. In the libraries for research the service freed will be available for advance cataloguing and analytical work and for other bibliographic work indispensable to the full efficiency of the library, but which now can little be afforded owing to the necessary expense upon these two elementary processes.”

ENDORSEMENT OF THE A. L. A. PUBLISHING BOARD.

The Publishing Board of the American Library Association, Mr. W. I. Fletcher, Chairman, recognizing the superior advantages which the Library of Congress has for supplying cards to libraries, issued (in October, 1901) the following note, which was sent out in the form of a leaflet to accompany the first circular:

The A. L. A. Publishing Board takes pleasure in commending to the libraries the proposition contained in the accompanying circular from the Library of Congress. That Library being now prepared to issue printed cards for new books direct to libraries desiring them, this Board is happily relieved of the necessity of further efforts to supply this need, and will turn its attention to other cooperative work.

PART II.

THE FORM OF THE CARDS.

The particular form in which each item on the cards appears is usually the result of much discussion and experiment. In a later edition of the Handbook some space may be taken to discuss briefly the evolution of each form, but for the present attention will be given mainly to the material form of the cards.

SIZE OF THE CARDS.

The cards are of the standard no. 33 or "postal" size ($7\frac{1}{2} \times 12\frac{1}{2}$ cm., about $2\frac{1}{4} \times 4\frac{1}{4}$ inches) first recommended as a standard size in 1878 by the Cooperation committee of the American Library Association. This size of cards is now so very generally used, not only in libraries but in the offices of business concerns, that it may quite properly be called *the standard size*.

The use of the so-called "index" or no. 32 size ($5 \times 12\frac{1}{2}$ cm., about $1\frac{3}{4} \times 4\frac{1}{4}$ inches) is almost entirely confined to those libraries which adopted it many years ago and have used it so extensively that a change to the no. 33 size would now involve a very large expense. It has a manifest advantage over the no. 33 size, in that the trays required to contain it may be one inch less in height. There is in consequence a saving of almost one-third in the amount of case room required for holding a given number of cards. But the almost universal trend of opinion in the matter seems to be towards the view that in so important a matter as a card catalogue—a matter on which the practical working efficiency of the library largely depends—space is a minor consideration.

In favor of the no. 33 size the following advantages may be urged:

1. They handle better in the trays on account of their greater flexibility.
2. The title being usually well up towards the top of the card and the space produced by turning back the cards in front of any particular card being wider, the title can be scanned more readily.
3. For miscellaneous handling when not in the trays they are superior to the no. 32 size because their width is such as to enable them to be grasped more easily. The larger surface is an advantage also whenever it is necessary to shuffle them or spread them for convenience in inserting other cards.
4. There is usually enough space below the title to print "contents" or notes, which would require in some cases a second card if the smaller size were used. In other words, for most books, catalogued with average fullness, the no. 33 size seems to be the smallest card that it is economical to use.

5. The no. 33 size is favored for all the cooperative work in cataloguing now being carried on in the United States (except the index to the publications of the Experiment stations of the Department of Agriculture).

6. The no. 33 size is being adopted quite rapidly as a standard size in Europe. It is used in nearly all the cooperative cataloguing now being carried on there.

In view of the above facts, libraries just starting or about to recatalogue with the L. C. cards would seem to be on the safe side in deciding to use the cards as furnished in the no. 33 size.

One library now having an old catalogue of no. 32 cards finds it possible to insert the no. 33 cards in their alphabetical place and continue to use the catalogue as a unit while the old cards are being gradually weeded out.

Libraries which must continue to use the no. 32 size will find this no serious drawback to the use of the cards furnished by the Library of Congress. Inexpensive and accurate machines for cutting the cards to the no. 32 size and for reperfoming them can now be obtained from dealers in stationery and library supplies. Libraries which are now reducing the cards to the no. 32 size for their catalogues report that such reduction cuts away essential portions of the text in less than one case in fifty.

MAINTENANCE OF THE STANDARD SIZE.

The catalogue cards of the Library of Congress are printed in large forms, each containing forty titles. The machines used in cutting up the sheets of cardboard are of the upright pattern common in large paper houses. Cards can be cut on these machines more rapidly than on rotary machines, but it remains to be demonstrated that they can be cut as accurately. In the case of the upright machine much more depends on the skill and care of the operator. The cards now being turned out at the Library of Congress are generally accurate to within $\frac{1}{2}$ mm. Effort will be made to maintain this degree of accuracy and to improve on it if possible. Any library receiving L. C. cards of the *current series* which vary more than $\frac{1}{2}$ mm from the standard is hereby requested to return the same. The cards will be reprinted and more accurate ones supplied gratis. Cards in the older series will vary slightly more, especially in length. New cards will be supplied for old ones in the non-current series which vary more than $\frac{1}{2}$ mm in height or 1 mm in length.

THICKNESS OF THE CARDS.

In thickness the cards correspond closely to that of the card recommended as standard in 1877 by the Cooperation committee of the American Library Association. The thickness of the stock used since January, 1901, has varied between $\frac{2.6}{100}$ mm and $\frac{3.0}{100}$ mm (about $\frac{1}{100}$ to $\frac{1}{80}$ inch). The average thickness seems to be $\frac{2.65}{100}$ mm (about $\frac{1}{80}$ inch) when cards are closely packed, but not subjected to pressure.

In the correspondence in regard to printed cards, only two of the larger libraries have expressed a decided preference for a different thickness of card.

One of these desires a thicker card, the other a thinner card. The agreement as to thickness is so general that there is no prospect of changing the thickness, or of issuing cards in more than one thickness.

WEIGHT OF THE CARDS.

The cards show approximately the same variation in weight as they do in thickness. The average weight seems to be very nearly 2.5 grammes (about 38.6 grains). One hundred cards will accordingly weigh 2.5 hectogrammes (about $8\frac{3}{4}$ ounces, or 8 ounces and 387.5 grains).

QUALITY OF THE BRISTOL.

The bristol stock used for cards for copyrighted books prior to January 1, 1901, was distinctly inferior to that now used. These earlier cards are, however, being reprinted quite rapidly and in time will be replaced by cards of a better stock.

The stock now being used for cards, while it is a great improvement on that referred to above, is not satisfactory. The deficiency appears especially in erasures. Writing over these has had a strong tendency to blur. After July, 1903, when the existing contract for card material has expired, improvement in the quality of the stock may be expected.

VARIATION IN STYLE OF TYPE AND FORM OF ENTRY.

The art of printing catalogue cards being as yet comparatively new, consistency in the style of printing is a thing hardly to be desired or expected. The style has been changed in the past and may be changed again whenever there seem to be good reasons for deciding that the change will be an improvement. The chief variations in the earlier cards from the present style may be indicated as follows:

- (1) Prior to April 1, 1901, spaced type was used for headings; 6-point gothic instead of 8-point roman for notes and contents.
- (2) Arrangement and spacing of entry have varied slightly.

OMISSIONS AND ERRORS IN CATALOGUING.

Subscribers who are able to fill out abbreviated names or furnish dates of authors on L. C. cards of the *current series*¹ are respectfully requested to supply the same by filling out and mailing one of the franked forms having "serial no." at the top. Notice of an error in cataloguing detected on any card should be forwarded in the same way and will be gratefully received. New cards will be supplied gratis in place of those found to contain errors of fact or typography, but not for those which contain omissions due to lack of information. If new cards are expected, the number wanted will be sufficiently indicated by a figure placed after the serial number, e. g., 17540/4.

¹ Dates were not given on cards of the earlier series. Before March, 1902, dates were only used to distinguish authors of the same name. They are still omitted when they can not be established with certainty.

PART III.

USE OF THE CARDS.

WAYS IN WHICH THE CARDS MAY BE USED.

[The following is an extract from the Memorandum accompanying the first circular relative to the card-distribution work, October 28, 1901.]

“Libraries using manuscript or typewritten cards are hampered more or less by the necessity of practicing economy in the entry itself, in the number of entries, and in the variety of catalogues maintained. They are apt to have to abridge titles; to omit, perhaps, the editor, translator, or title entry; to restrict the number of subject headings; to content themselves with but one copy of the catalogue; to forego special card catalogues of special departments or collections. To the cost of multiplying copies by hand or typewriter is added the cost of additional revision necessary to guard against new errors in the transcripts.

“These difficulties have been largely overcome by the use of printed cards, which insure a full entry under every head and absolute accuracy.

“The possible and actual use of the printed cards is not confined to the main catalogues, nor indeed to the catalogues at all. They can be used in catalogues of special subjects, in the ‘shelf list’ of the library, and in various different records. Indeed, over a dozen different uses have been planned for them by librarians, or in part adopted.

“In the *Library journal* for April, 1901, various uses were mentioned to which printed cards could be put, and are put in one library employing them. Among them are these:

“(1) Added entries are made in the public catalogues much more freely than cross references could be if the printed cards were not in use.

“(2) An official catalogue is kept, consisting of one copy of each card.

“(3) A complete copy of the catalogue—*i. e.*, one copy of each card—is given to each of six other libraries of the vicinity.

“(4) A duplicate catalogue is kept of the bibliographical sections.

“(5) A list of books in the reading room is kept up in card form.

“(6) A list is kept of serial publications, both current and otherwise, *i. e.*, either suspended or dead.

“(7) A list of current serial publications is kept, including both periodicals and books issued in parts or volumes, *i. e.*, ‘continuations.’

“(8) Special lists on particular subjects are made up for individual readers whenever wanted.

“(9) Various other files are kept in the charge of different members of the staff, covering *subjects of specific value*, as, for the cataloguing force, lists of bibliographies, indexes, etc.”

METHOD OF USING THE CARDS.

With a view to illustrating the method of preparing the L. C. cards for filing in a dictionary catalogue,¹ the Card Distribution Section has prepared a sample catalogue of 40 cards, covering 10 books. These are supplied free of charge to subscribers to L. C. cards, and it is hoped that with a little explanation as to certain points in their make-up they will illustrate fairly well the method of using the printed cards in general.

The class numbers used at the Library of Congress are printed (at the bottom, near the perforation) on the cards representing books in the reclassified sections of the Library, but on no others.

No class numbers are given in the upper left-hand corner; these are supplied in writing at the Library of Congress before the cards are filed.

The italic numbers in the lower left-hand corner of the cards are added for convenience in referring to any card in the sample catalogue. The secondary cards belonging to each set in the sample catalogue follow the main card in that set.

Matter printed on the sample cards in imitation typewriting would in practice be executed in handwriting, typewriting, or stamping, according to circumstances.

In order that the underscoring might be done on the printing-press, the matter in the table of contents on the sample cards was leaded. With the exception of the leading, the italic numbers on the sample cards, and the matter added in imitation typewriting and stamping, the sample cards are accurate reproductions of cards in stock at the Library of Congress.

The work of type-setting and getting the form ready for the first impression is so laborious that the tendency in printing cards is to condense the information needed for the satisfactory cataloguing of a book on as few cards as possible and to use additional copies of these cards for as many purposes as possible. Thus the theory of the L. C. printed cards is that the one main entry card, with contents continued on additional cards if necessary, can be made to serve all purposes. As a matter of fact, by the exercise of some ingenuity and the addition of one or more words in manuscript, there is almost no form of entry for which the printed cards cannot be used. How many of the various possible uses of the printed cards are economically practicable is a question depending largely on circumstances, and one which each library must decide for itself.

Analytical entries in the form shown by cards no. 4-7, 29-33, 36, 37 of the sample catalogue are perhaps not so easily understood at first sight as exclusive analytical entries of the individual items. They may therefore at first appear less desirable; but users of the catalogue will find them easily intelligible after one explanation, and many will regard the slight loss in directness of reference more than offset by the advantage of having the item analyzed shown in relation to other similar items. This often saves the time of looking up the main entry card for information as to other items in the book.

¹ The changes required to suit a classed catalogue are in general obvious.

The number of cards to be used in the case of many books must always be a matter of opinion. In using the L. C. printed cards independent judgment should be used as freely as in the case of manuscript cards.

When an entry extends to two or more cards the heading and title (shortened), with date, are repeated at the head of the second and following cards. This is necessary for identification, and also makes it possible to use any one of the cards independently of the others for analytical or other added entries. The significance of the words "(Card 2)," "Contents continued," and the like must be explained at first to users of the catalogue who are inconvenienced or annoyed by them. No satisfactory way of dispensing with these references has yet appeared.

In case a heading refers to a specific portion of a book, it is recommended that the corresponding item in the table of contents on the card be underscored. At the Library of Congress items corresponding to subject headings are underscored in red, others in black. Red is more distinctive and might well be used for all underscoring.

Headings may be put on in ordinary handwriting, disjoined library hand, or typewriting. The last is the plainest, the disjoined hand to be preferred next to typewriting.

EXPLANATION OF CARDS IN SAMPLE CATALOGUE.

[The samples were selected to illustrate ways of using the printed cards, not to illustrate points in cataloguing. The points in cataloguing referred to in the following paragraphs seem to call for special explanation; the more elementary of them are included here for the benefit of the numerous small libraries to which the cards are being sent.

Additional help in the understanding of the method of cataloguing followed in these printed cards can be had from a study of the advance edition of the A. L. A. catalogue rules, 1902, issued by the Library of Congress.]

1. The *jr.* is here retained, contrary to the usual practice when dates are supplied, because it enables the arranger and searcher to distinguish at a glance between father and son. Compare 11, 12, 13.

The name of the author is given in the body of the title exactly as it occurs on the title-page. The form of an author's name frequently varies from book to book, or even from one edition to another. The form adopted for the heading, according to the rules of the catalogue, will therefore necessarily differ still more often from that of the title-page. It is desirable, bibliographically, to give the title unaltered and the author's name in the form and position chosen for it by himself or his publisher. The importance of this varies, of course, with different classes of books, but distinction according to the merits of each individual case could not well be carried out consistently. Uniformity of practice has been found to be the only feasible way. Honorary titles and other qualifying matter following an author's name, throwing light occasionally on the character of a work, may, however, be added at discretion.

Names of editors, translators, and other secondary collaborators are also given as they occur on the title-page. The additions in brackets of matter

required to make such names full enough so that they could be placed without change on added entry cards would be desirable, but in some cases this would add greatly to the length of the title.

2. A title card is made at the Library of Congress for each distinctive or memorable title. Such a card is especially needed here, because the book, being a compilation, is quite likely to be looked for under the title.

3. The cards containing series note can be used as series cards by writing or stamping the name of series at the top. The series note on each card may be underscored in addition. The Library of Congress continues, however, to use the old form of series card.

4. One card is made to serve for both of the extracts from Addison. The card would be arranged with the partial works of Addison. Libraries making a specialty of English literature would probably use a card for each extract, so that it could be arranged with the single works.

Authors' dates are given, as a means of identification, whenever it is possible to obtain accurate ones by a reasonable expenditure of time. Smaller libraries would probably find it not worth while to supply dates for analyticals such as 4-7.

5, 6, and 7. No special explanation required.

8. So far as subject headings are indicated on the face of the cards, these are used in tracing the added subject entries in the catalogue. Added subject entries which are not indicated on the face of the cards and added entries of all other kinds must be traced, as usual, by manuscript notes on the back of the main card. (Compare 20.)

9. Words which recur frequently in subject headings are abbreviated, e. g., Hist., Pol., U. S. The full word would be better, but space at the top of the card is limited and the time saved by such abbreviations not inconsiderable.

10. Qualifying words, like "ed.," added to the names in headings are printed in italics, or underscored when written by hand or typewriter.

11. Compare card 1 as to author's name. The practice in the case of re-catalogued books is to include a later edition on the same card if it is the next edition. A card is made for each edition of current books.

12. Names of both places of publication are given, because of the additional information furnished in regard to the particular issue of the work catalogued.

13. Although subject entries are now printed on the cards for all editions, at the Library of Congress one edition of a work is chosen as representative and all added entries and tracing of same made from this. "For other editions see . . ." is written or stamped on subject cards and other added entry cards. (Compare 15-19.)

At the Library of Congress each subject heading printed on the card is brought out in the catalogue; but this need not be done in every case. Note that the heading "Frontier life" is not brought out. To show that a

PART IV.

SALE OF THE CARDS.

HOW TO ORDER CARDS.

Ordering cards to fit specific books in such a way as to secure cards at the time and in the quantity needed with the minimum expenditure of labor has not proved to be a simple problem. Considerable thought and experimenting would seem usually to be required before a satisfactory method is obtained.

The directions given below are based on the experience of ten months. Each item in them is necessary for the guidance of libraries ordering cards under certain circumstances. We regret that, taken as a whole, at first reading they seem complicated.

For those who are unable to decide what method of ordering is best suited to their needs, until they have had some experience the following course is recommended:

Make out on no. 33 slips ($7\frac{1}{2} \times 12\frac{1}{2}$ cm), one title to the slip, a list by author and title of books already at hand for which cards are desired. In making out these slips include the items designated on p. 25 as indispensable. Mark at upper right corner of slip the number of cards desired. Send with first order deposit of \$3.00 or more to pay for cards (see p. 36). Take care that books for which cards are ordered fall within the scope of the cards now in stock at the Library of Congress, as defined on p. 37-38. See that name of library is on each slip.

This is the simplest method of ordering cards and is especially recommended for the smaller libraries. Even the largest libraries are now making use of it to supplement orders submitted in other ways.

SLIPS vs. SHEETS.

In all orders for cards for specific books experience has shown that slips are better than sheets.

As the charge for cards has to be made by "sets," it is always an advantage to have the slip accompany the set in the package, so that the one who ships the cards can sort out the sets rapidly for the purpose of counting them and the one who receives them can easily make sure that the count is right and that the cards called for are sent. The transferring of the slips from one package to another, which would otherwise be a disadvantage in the use of the slips as compared with the sheet, becomes an advantage, in that it obviates the necessity of checking the item, which is necessary to secure accuracy in the case of sheets.

In cases where it is desired to have titles held for which cards cannot be supplied at once, and to have the titles for which cards are ready accompany the shipment, slips are indispensable.

Orders by serial number on sheets involve so little extra labor as compared with those on slips that no extra charge is made; but in the case of orders by author and title, where there is sure to be a loss of time in rearranging serial numbers or in picking out the cards, an extra charge for the use of sheets must be made in every case.

All slips should be of the regular no. 33 size, $7\frac{1}{2} \times 12\frac{1}{2}$ cm. ($2\frac{3}{4} \times 4\frac{5}{8}$ inches). The preferred size for sheets is $12\frac{1}{2} \times 20$ cm. ($4\frac{3}{4} \times 7\frac{5}{8}$ inches). In case this size is used for author and title orders it will be found economical to let the lines run the long way of the paper, so as to get a complete title on a line; but there is no objection to the use of the regular 20×25 cm. size (about $7\frac{5}{8} \times 9\frac{3}{4}$ inches), which has the advantage of being also an excellent size for ordinary typewriting. The 20×25 cm. size is the largest that should be used in ordering cards.

If variation must be allowed for, slips and sheets should be under rather than over size.

NAME OF LIBRARY.

This should be stamped, printed, or written on every separate slip or sheet submitted as an order for cards. In the case of sheets it should be placed at the top; in the case of slips it is better to place it at the bottom, so that it will not obscure the name of author. As the lower left corner is reserved for another purpose (see p. 29), the name of the library, unless placed very close to the bottom, should be placed at the lower right corner of the slip.

NUMBER OF CARDS WANTED PER TITLE.

At present the number of cards ordered per title by libraries varies between 1 and 21. The directions given as to the number of cards wanted vary accordingly. Some order a certain number for each book, regardless of the character of the book. Others follow subject headings so far as they are indicated on the L. C. cards, and include in their order a clause to the effect that extra cards are desired for each subject heading indicated on the card, or for each one except the first (for which most libraries desire a card in any case and provide for it in the fixed number). Still others add a clause to the effect that, if subject headings are not indicated on the card, a certain number of additional cards shall be sent to cover the ground of subject headings which it may be desired to add to the card in manuscript.

Subject headings were indicated on the printed cards for the following classes of books issued between September, 1901 (serial no. 1-16086) and July 14, 1902 (serial no. 2-18579):

1. All copyrighted books.
2. American history and description.
3. Bibliography (including Library science).
4. Biography and genealogy.

Since August 1, 1902, subject headings have been indicated on (1) all cards printed for books which bear the new class marks, (2) biography and genealogy. The classes now having the new class marks are as follows:

1. Bibliography (including Library science).
2. American history and description.
3. Austria-Hungary (history and description).
4. British history and description.
5. France (history and description).
6. General history (including European).
7. General science.
8. Astronomy.
9. Mathematics.
10. Physics.

Additions to the list of reclassified sections in the Library and, in consequence, to the cards for classes of books which have subject headings indicated will be announced in the Bulletin.

Cards out of stock are practically valueless. Credit cannot be given for cards returned. It takes practically the same time to pick out one card that it does to pick out several. The charge for the first card in a second order for cards for the same book must accordingly be the same as in the case of the first order. Libraries ordering cards are therefore requested to observe the following:

1. The most certain method of indicating the number of cards wanted is to affix to the title (or its serial number in case of orders by serial number) a number indicating the exact number of cards desired. The number desired can be made up from inspection of the book, the L. C. proof sheets, or both.

2. If a work is made up of a collection of essays or monographs so that it requires numerous analyticals, it is probable that the contents will be given entire and that two or more cards will be required to contain the complete entry. In such cases those who do not have access to the proof sheets or to the cards in a depository library, would do well to order at first only the cards for the main entry. When these have been obtained the number of each card required for analyticals can be counted exactly.

3. In filling orders for cards the term "card" will be taken to mean all the cards used for an entry, unless "card 1," "card 2," etc., be specified.

4. If extra cards are desired to cover all subject headings indicated on the cards, annex the form "s" to the specific number or to the standing-order number. If extra cards are desired to cover the extra (additional) subject headings after the first, annex the form "+ x" to the specific number or the standing-order number.

5. If extra subject cards are desired for titles the cards for which do not have subject headings indicated on them, as well as for those which do have them indicated, annex the number desired to the symbol + s, or + x, according to which is used, e. g. + s 2. This will be interpreted to mean

that if subject headings are indicated the number following has no significance, but if subject headings are not indicated the extra cards indicated by the number are to be sent.

6. A standing order that a certain number of cards be sent for each title will be accepted, provided that it applies to cards for *all titles* which have not a specific number affixed to indicate the number of cards wanted. Such specific number must be affixed to each title which it is desired to except from the operation of the standing order, and the specific number will be held to countermand the standing order entirely as to the title in question.

In case it is desired to place a standing order as to number of cards wanted per title, the following form is recommended. A blank containing this form will be supplied to each subscriber.

Sample of form for standing order as to number of cards wanted.

(Number of Cards Wanted.)

LIBRARY.

Number or formula

Unless a number or formula is given opposite individual titles or serial numbers, send number of cards indicated by above number or formula. If a number or formula is given opposite any individual title or serial number, it takes the place of and countermands entirely the application of the above number or formula to that title or serial number.

ORDERS BY SERIAL NUMBER.

Once the serial numbers for the cards desired are obtained, orders by serial number are easily made out and can be quickly and accurately filled.

The serial numbers which appear on the printed cards can be obtained for use in making up orders in three ways:

1. *By subscription to the L. C. proof sheets of catalogue cards.*—These furnish the promptest and most complete record of cards issued. The objection to them is that they are somewhat expensive and unwieldy in form. (See p. 34.)

2. *By subscription to the cards as currently issued.* (See p. 33 for classes of current cards which may be had by subscription.)

3. *By subscription to the weekly "Catalogue of copyright entries."*—This contains in Class A, affixed to the lower left corner of titles, the serial numbers corresponding to numbers on the cards. The *Catalogue of copyright entries* is issued by the Treasury Department, at the price of \$5 per year. Subscriptions should be sent to the nearest collector of customs (*not* to the Register of Copyrights, the Librarian of Congress, or the Treasury Department). The *Catalogue of copyright entries* affords the cheapest means of obtaining access to the serial numbers of cards for copyright books. The objection to it is that it contains *only* the entries for copyright books. Those sending in orders for but a few titles from any number of the *Catalogue* are requested to copy the numbers on slips or sheets instead of sending the checked bulletins.

For full information on traveling catalogues see Bulletin No. 2

4. *Traveling catalogues.*—A complete alphabetical catalogue of all cards issued up to date is being prepared, which can be sent to libraries which are recataloguing on an extensive scale and can use the cards promptly. To facilitate the recataloguing of American history and Bibliography, traveling catalogues on these subjects will be prepared as soon as possible. The conditions under which these catalogues will be loaned to libraries will be announced later in the Bulletin.

5. *Access to cards in depository libraries.*—Complete sets of the printed catalogue cards issued by the Library of Congress are being sent to some of the largest libraries of the country. These cards are deposited at such libraries only on condition that they be made accessible to the public. Smaller libraries in the vicinity of depositories can probably use them as a means of obtaining serial numbers for cards desired. (For list of depository libraries see p. 48.)

Those submitting orders by serial number should read carefully on p. 38 the explanation of the symbols used in designating the different series and note the portions of these which are essential in ordering cards by series.

If sheets are used for orders by serial number, two or more columns of numbers may be placed on a sheet. Unless standing directions as to number of cards wanted are placed at head of each sheet or sent in the form of a "standing order as to number of cards wanted," a column or some extra space should be left after each serial number in which to indicate number of cards.

Printed forms for orders by serial number on both slips and sheets are given below; but it is obvious that such printed forms are not necessary. The name of the library can readily be affixed with a rubber stamp, and the formula "+ x" or "+ s" can be added to the slip or sheet with very little extra labor. In the printed form for slips note that the number of cards wanted is indicated directly after the serial number, with slanting line between. This form is satisfactory and especially advantageous if slip is filled out on a typewriter.

If the formula "+ x" or "+ s" indicating number of cards wanted is printed at the head of the sheet, unless canceled it will be held to apply to

all the serial numbers on the sheet which have not a number or formula affixed to them indicating number of cards wanted; if such number or formula is affixed, no part of the formula printed at the head of the sheet will be held to apply.

Printed form for orders by serial number on slips.

2-12256/3

LIBRARY.

Printed form for orders by serial number on sheets.

LIBRARY.

Send for each title 3 + x 2 cards.

2-12556
2-12558

2-12650
2-12653

ORDERS BY AUTHOR AND TITLE.

In any form of order by author and title the first four of the following items are essential to a satisfactory handling of the order. The omission of either no. 1 or 4 is represented by an extra charge in the price list. Mistakes arising from lack of either of the last three items will not be corrected, except at the price of a new set of cards. But mistakes are likely to be so infrequent that economy of labor will probably suggest the omission of all three in most cases.

1. *Surname of author.*—In case of pseudonymous works, make entry under real name of author if it is known. When it is suspected that the name given on the title-page is a pseudonym write "[pseud.]" after it. If the

works are anonymous, or are periodical, government or society publications, make entry as you would in cataloguing.

2. *Forenames of author.*—The catalogue of printed cards is already large. Entire omission of forenames and initials makes it necessary to look through, on the average, one-half the cards under any surname. In the case of common surnames scores of cards may have to be inspected before the right one is found. If first forename is given in full with the ordinary abbreviations for middle names, the card desired can be turned to at once in nearly every case. While the first forename in full is preferred in every case, no extra charge will be made for its omission if a self-explanatory abbreviation is supplied, one consisting of two or more of the first letters of the name, or the corresponding colon abbreviation (as given on p. 49).

3. *Title.*—The title may be shortened, but the first entry word of the title (not an article) should in no case be omitted.

4. *Date of publication.*—After author and title the date of publication is the most important item. It enables the searcher to tell at a glance whether the book is within the scope of the stock. If date of publication is not on book, give copyright date. If more than one copyright date is given, give first and last. If no date of any kind can be found on the book, give conjectural date followed by ?, e. g., 1901? "N. d." (no date) should be used only as a last resort. If titles of books not yet published are submitted, the word "Announced" or abbreviation "An." must be put in place of date.

5. *Copyright date.*—Any book (not a periodical or pamphlet) bearing a copyright date on the title-leaf later than 1898 may be expected to be represented by a printed card in stock at the Library of Congress. If it is not so represented, the case requires investigation. Libraries will accordingly confer a favor on the Card Distribution Section by giving the copyright date in addition to the date of publication whenever it is practicable to do so. Copyright date should be distinguished by prefixing *c* to the date. If copyright date is same as date of publication, it will be sufficient to affix *c* (e. g., 1902*c*) to the latter. In case cards are not received for books bearing on the title-leaf a copyrighted date later than 1898, subscribers are invited to notify us at once on one of the slips provided for such purposes, marked "Error in Distribution."

6. *Edition.*—If other than the first and if readily ascertainable, the number of the edition should be given. As nearly all the titles in orders will be for first editions, it is recommended that no separate column be provided on sheets for the edition, but that it be placed directly after the title.

Many non-copyrighted English books are published both in London and New York. Some libraries buy the London edition, some the New York edition. The Library of Congress buys the London edition usually, but in the case of works which are both popular and important, for which there is likely to be a large demand for cards, the New York edition is likely to be

purchased. In consequence of the above-mentioned facts, libraries can obtain a considerably larger percentage of cards if they will accept cards for editions which vary in some respects from those listed in their orders.

Each subscriber will receive a blank on which may be checked the variations which the library will permit. A facsimile of this blank is given below :

(Variation in Edition.)

LIBRARY.

In order to secure additional printed cards from the Library of Congress, this library will accept, in lieu of cards for the editions named in the order lists, cards for editions having the variations from those called for which are checked below :

1. Variation in date of publication.
2. Variation in number of edition.
3. Variation in place of publication.
4. Variation in editor.
5. Variation in publisher.
6. Variation in title.

DATE

(Signed)

7. *Publisher.*—In the case of well-known firms only the surname commonly used need be given.

8. *Place of publication.*—If several places of publication, all in the United States, occur in the imprint, the first only need be given. If foreign places of publication occur also, give the leading ones.

Orders by author and title can be submitted in one of the following forms :

1. *On slips.*—This is the best and, under ordinary circumstances, the cheapest method if the title has to be written especially as an order for cards. A slip cut from manila or cheap white paper of the thickness of ledger paper is all that is required. Many of the libraries now ordering cards on slips use a printed form in order to secure uniformity.

The following form is recommended as adapted to the needs of any library. The meaning of the items indicated therein is obvious, except in the case of "Hold for cards until week . . ." This is used by annexing to the phrase a number taken from the "calendar card," indicating the number of the week up to which the library is willing to have titles held for cards not yet ready (see p. 29).

Printed form for orders by author and title.

		No. of cards,
Author,		
Title,		
Date,	Edition,	Vols.
Publisher,	Place,	
Hold for cards until week		
LIBRARY.		

As far as the card-distribution work is concerned the printed form is entirely unnecessary. A slip which contains all the essential items mentioned above, arranged in the order of their importance as helps in identifying the book, can be taken in more quickly by the eye if the printed form is entirely omitted, and is therefore to be preferred. The name of the library can be stamped on the slip as cheaply, perhaps, as it can be printed.

Sample of order slip without the printed form.

3 + x 2	
SMITH, WM. P. C.	
Inquiry into ... distribution of wealth.	
1902. 4 ed. 2 v. Jones. Lond.	
24	Library.

2. *On sheets.*—Sheets should not be used unless the extra charges for their use are more than offset by the saving arising from some use of type-writer or duplicating process. If sheets are used and a printed form is desired, one can easily be devised by arranging the items given in the forms on p. 25 on a sheet with the same heading as that given on p. 25 for orders by serial number.

3. *Checked copy of the Publishers' weekly and other trade lists.*—Orders from these are usually subject only to extra charges (1) for author and title orders and (2) for use of sheets instead of slips.

4. *Checked copies of Library catalogues and finding lists.* Orders from these are subject to extra charges. If the date of publication is omitted and a large percentage of the titles are out of the scope of the stock, the extra charges are likely to be prohibitive.

TITLES HELD FOR CARDS.

As explained at some length in Part V, "Scope of the Stock" (p. 37), cards cannot always be ready by the time libraries receive the book. To remedy as far as possible this unavoidable shortcoming in the supply of cards to libraries, titles marked to be held will either be looked up a second time or filed in the main author catalogue, to be displaced by the printed cards when they are received, as per the following conditions:

1. All directions as to holding titles for a definite period must be expressed in terms of "week numbers" as indicated on the "calendar card," with the understanding that cards are to be sent on the Saturday of the week indicated by any number.

2. The week number must be given plainly at the top of each sheet and at the lower left corner of each slip containing "titles held."

3. The minimum period of holding is one whole calendar week after the week on which order is received.

4. The maximum period of holding is 30 weeks.

5. Titles on sheets will be held for cards only on condition that the list as a whole be retained until the week up to which it is to be held arrives, and that the list, with all additional cards which have come to hand during the period of waiting indicated, be sent in one shipment at the end of the period.

6. Titles in any order on no. 33 slips which have a period of waiting assigned of less than four calendar weeks after the one on which the order is received will not be filed in the main author catalogue of printed cards, but will be looked up a second time at the expiration of the period and then sent all at once with such corresponding sets of printed cards as have come to hand.

7. Titles in any order on no. 33 slips which have a period of waiting assigned of four or more calendar weeks after the one on which the order is received, and for which there is a good prospect of receiving cards within this period, will be filed in the main author catalogue of printed cards, and as

soon as any title is displaced by a printed card it will be removed from the catalogue and sent on the Saturday following, with the corresponding sets of printed cards, to the library submitting the order.

8. Titles of books "announced" will be filed for holding only on condition that the word "Announced" or the abbreviation "An." be put in place of date of publication, and that the maximum period for holding titles be assigned, viz, 30 weeks.

9. Titles of books for which there is no prospect of cards being ready within 30 weeks will be returned.

The length of time for which it is ordinarily necessary to have titles held in order to secure cards not yet ready for books which have been received or ordered by the Library of Congress varies according to circumstances. If libraries order copyrighted books in advance from the publisher or up-to-date dealer, such purchased copies may be received before the deposit copies reach the Copyright Office. On the other hand, if a work is ordered from an announcement printed in some book-trade publication, cards will usually be ready by the time the order is received. As a matter of fact, cards are already in stock for 90 per cent of the titles received representing orders for cards for copyrighted books.

In the case of books ordered the uncertainties increase with the distance from which the books are to come. Books ordered from New York can be obtained quickly if in stock; but the books published in Great Britain, handled by New York dealers, are so frequently out of stock that the percentage which can be obtained within the regular period is greatly reduced.

Table of checks, classes, periods of waiting, and percentage obtainable for titles held.

Check.	Class.	Period of waiting. ¹	Per cent obtainable. ²
An	Books announced	Indefinite	Indefinite.
C	Copyrighted books, ³ copies received; <i>cards will be sent without further orders.</i>	Two weeks	95 per cent of all copyrighted books.
C?	Books likely to be copyrighted, copies not received.	Three weeks ⁴	4 per cent of all copyrighted books.
LC	Books now in the Library of Congress, but cards cannot be supplied until book is reached in recataloguing.	Indefinite	Indefinite.
Np	Books for which there is no definite prospect of having cards within 30 weeks.		
Oe	Foreign books ordered on the continent.....	Fourteen weeks	90
Ol	Books ordered in London	Twelve weeks	95
On	Books ordered in New York	Three weeks	75
Out	Books for which cards are temporarily out of print; <i>cards will be sent without further orders.</i>	One week	100
R	Current non-copyrighted books, already received by purchase; <i>cards will be sent without further orders.</i>	Two and one-half weeks.	80
Re	Books recommended for purchase ⁵	Four, thirteen, or fifteen weeks, according as they are ordered from New York, London, or the Continent.	Varying: perhaps 75.
Re	Non-current books in English already rec'd	Four weeks	90
Rf	Non-current books in foreign languages already received.	Eight weeks	90

¹ As cards for titles held are sent on Saturdays only, the period indicated by any number of weeks should be regarded as commencing with Monday of the week following date on which order is received.

² The percentages given are estimates only. No exact statistics have as yet been compiled.

³ Probably 95 per cent of the deposit copies for copyrighted books reach the Copyright office within three days after publication. Perhaps 4 per cent of the remaining 5 per cent come to hand within two weeks after date of publication. Less than 1 per cent come to hand some weeks or months later in response to a letter of inquiry from the Copyright office.

⁴ The book may prove to be not copyrighted or it may come to hand a month or six weeks late.

⁵ This check will be used only when the decision of the Order Division as to a certain title has not been ascertained previous to returning the order list.

Subscribers should note carefully that *cards will be sent as a matter of course for titles checked C, Out, and R.*, unless order is received to the contrary. If it is desired to have titles held which are checked An, C?, Oe, Ol, On, Rc, Re, or Rf, they must be returned on no. 33 slips, each marked with the number of the week up to which it is to be held, unless they are sent in on such slips in the first instance.

ORDERS FOR CARDS IN STOCK ON SPECIAL SUBJECTS.

This method of ordering cards is especially suited to the need of specialized libraries and specialists who desire to have access to as complete a bibliography of their subjects as possible. Large libraries, not depositories for the L. C. cards, which are in process of recataloguing may find it economical to buy a complete set of the cards. (For list of subjects on which cards can be purchased at regular prices see "Scope of the Stock," p. 40-46.)

SUBSCRIPTION TO CARDS AS CURRENTLY PRINTED.

Such subscription to cards instead of to proof sheets is recommended to libraries for the following reasons:

1. No further expenditure of time is required to prepare them for filing in a card case, as is required in the case of proof sheets.
2. In case a book is received which is catalogued by one of the cards, one card is ready at hand to be used in the main author catalogue or in some other way as a check on the book.
3. The same card furnishes the means of ordering more cards by serial number with the least expenditure of time and money.
4. The collection of cards not used at once can be regarded as a bibliography of books, some of which the library may wish to buy in the future, as well as a selection of titles which may interest some of its readers.

TIME REQUIRED FOR FILLING ORDERS.

Although the orders for cards come in very irregularly, every reasonable effort will be made to fill them promptly. A distinction will be made in this respect, however, between "subscription orders," "current orders," and "standing orders."

1. Subscriptions to classes of cards (mailed daily) will be filled within twenty-four hours from the time the cards are received from the Printing Office.
2. Current orders for cards to be used in cataloguing specific books will usually be filled in less than twenty-four hours.
3. Standing orders for classes of cards will usually be filled within one week.

ERRORS IN DISTRIBUTION.

Constant effort will be made to render the distribution of cards as accurate as possible. Experience has shown that, while the percentage of errors can

be kept very small, even the most accurate assistant will make an error now and then. As the arrangement of the stock is entirely by serial number, one figure misread in the serial number may result in sending cards for a novel in place of those for a scientific treatise. The desirability of keeping the cost of the cards as low as possible precludes the recounting and verification of all cards.

Subscribers can best secure prompt rectification of any error by the following course: Fill out one of the "Error in Distribution" forms and send it promptly to the Library of Congress, with the account card for the shipment in which the error occurred. They may be sent with the next order for cards, provided that this would not mean too much delay. If sent separately, they will be sufficiently wrapped by placing a franking label on the outside and elastic bands around the package lengthwise and crosswise. Cards to be exchanged for correct cards and cards for which credit is desired should be enclosed in the same package.

PRICES OF CARDS.

The prices given below are based on the cost of filling orders as submitted in various forms on slips and sheets.

The price of each card, except the first in each set, is always $\frac{1}{2}$ cent.

The minimum price for the first card in any set is two cents.

The minimum price of two cents for the first card is the regular charge for the first card in the case of orders submitted by serial numbers in correct form.

Extra charges are made on first cards only for items in lists that vary from the order by serial number in correct form taken as a standard.

The $\frac{1}{2}$ cent extra charged for all orders by author and title is necessary to cover the cost of looking up serial numbers of cards for titles, a considerable percentage of which are, in many cases, not represented in the catalogue and on which no charge is made.

The scale of extra charges is designed to minimize correspondence in regard to the make-up of orders, and especially to enable purchasers of cards to get what they pay for. Those who submit orders in correct form will not have to pay for extra work on lists which are not in correct form. Those who have lists already made up, such as printed catalogues and finding lists, shelf lists, accession books, etc., will feel free to submit them by paying fixed charges for items which vary from the correct form.

Orders which cannot be filled without involving extra charges not provided for in the price list will be held until word is received from the library submitting the list that the extra charges are agreed to.

In the case of second orders for cards for the same title, the rate will be the same as the regular rate for a first order of its class. This is necessary because the regular additional charge on the first card in any set is made to cover the cost of selecting and mailing the card, and this cost would be the same in the case of the second order as in the case of the first.

Erroneous cards received through failure to observe the regulations as to ordering should not be returned, as no credit can be given for them.

A fraction of a cent in any footing of items will be reckoned as a whole.

PRICES OF CARDS FOR SPECIFIC BOOKS.

	1st cd.	Other cds.
Orders by serial number arranged in increasing order of the numbers.....	\$.02	\$.005
<i>Extra charges in price of first cards in orders which vary from above form taken as a standard:</i>		

By author and title.....	\$.005
Failure to supply first forename of author in full.....	.002
Failure to supply usual initials of author's forenames.....	.005
Omission of date of publication ¹003
On sheets (by author and title).....	.003
Outside scope of stock ²003
Serial numbers unarranged on sheets.....	.003
Slips unarranged.....	.002
Titles unarranged on sheets.....	.005

PRICES OF CARDS ON SPECIFIC SUBJECTS.

	1st cd.	Other cds.
1. All cards issued to date (on all subjects).....	\$.006	\$.005
2. All cards in main divisions recatalogued007	.005
3. All cards in subdivisions of first order of main divisions recatalogued ..	.01	.005
4. All cards in main divisions (not recatalogued)01	.005
5. All cards in any division of the catalogue not included in 1-4.....	.012	.005
Special topics.....	.02-.05	.005

PRICE OF SUBSCRIPTION TO CARDS AS CURRENTLY PRINTED.

	1st cd.	Other cds.
1. All cards as issued, mailed daily.....	\$.006	\$.005
2. All cards for current accessions, mailed daily007	.005
3. All cards for current accessions of new books, mailed daily ³007	.005
4. Cards for current accessions of the more important new books ⁴007	.005

¹ The following as to the extra charge for the omission of date should be carefully noted:

- (a) It will be applied in the case of every title having date omitted whether cards are furnished for that title or not.
- (b) It will be applied in the case of titles marked "no date" or "n. d."
- (c) It will be applied to titles having a conjectural date only when the date proves so erroneous that it misrepresents those titles as regards the scope of the stock.
- (d) It will be applied to titles of work announced, unless word "Announced" or abbreviation "An." is put in place of date.
- (e) It will be applied in the case of titles, searched by special agreement, having dates indicating that they are outside the scope of the stock and proving to be outside.

² The extra charges for titles outside the scope of the stock will be applied only in the case of titles which are searched and found to be outside the scope of the stock.

³ The term "new book" is limited to such books as bear a date of publication not earlier than the previous calendar year.

⁴ Designed especially to meet the wants of the average public and college library. From this selection cards for the following classes will be excluded: (1) commercial catalogues; (2) directories; (3) description (local); (4) fiction; (5) juveniles; (6) law; (7) medicine; (8) poetry; (9) technology; (10) text books (elementary). By special arrangement subscribers to this selection can have the cards for any of these ten classes included.

PRICE OF SUBSCRIPTION TO CARDS, ETC.—Continued.

5. All cards for current accessions of new noncopyrighted books in English, mailed weekly.....	1st cd. \$.007	Other cds. \$.005
6. All cards for main divisions in process of recataloguing, mailed { monthly..	.007 }	.005
	{ weekly....	.008 }
7. All cards for any other division, mailed { monthly01 }	.005
	{ weekly012 }
8. Cards for special topics, mailed weekly or monthly.....	.02-.05	.005

SUBSCRIPTION TO PROOF SHEETS.

Entire sets of proof, mailed daily, per year ¹	\$30.00
Entire sets of proof, mailed daily, for one month ²	3.00
For main divisions being recatalogued, mailed weekly, per 300 galleys ²	3.00
For main divisions (not being recatalogued) per 200 galleys ²	3.00

Owing to the exigencies of cataloguing and printing, the divisions of proof cannot be made to correspond either to the divisions in the classification scheme of the Library of Congress, or to those in the classed catalogue of the Card Distribution Section.

The main divisions in the proof at present are:

American history and description.

Includes the history of British, Central, and South America and the outlying islands.

Bibliography.

Includes library science, printing, publishing, bookselling, etc.

British history and description.

Includes history of British isles and general history of the empire.

Fiction (English titles).

Fiction other than English is included with Literature and language.

Fine arts.

Includes history and theory of music.

*History and geography except American.**Literature and language.**Musical scores.*

With or without accompanying text.

*Philosophy—Education—Religion.**Science—Technology—Medicine.**Social sciences.*

Includes law, political economy, political science, criminology and reform movements.

SPECIAL REBATES ON SUBSCRIPTION PRICES.

Libraries subscribing to cards or proof sheets as currently printed as a means of ordering cards for specific books by serial number will be allowed a rebate on the subscription price equal to 15 per cent of the value of all cards

¹ All subscriptions for less than one year will be charged for by the month.

² These are the minimum subscriptions that will be received. Fractions left over will be counted as units. Samples will be sent on application. The galleys contain five titles each, excepting that the last galley in an installment may not have the full number.

purchased from orders by serial number. Rebate will be allowed up to the full value of the current cards or proof subscribed to during any fiscal year, but not beyond that value. Libraries which intend to cooperate in the use of sets of cards or proof should apply for a joint subscription blank, on which will be specified the portion of the subscription price which each agrees to pay and the amount of rebate to which each is entitled. Rebate on cards for any current fiscal year (July 1-June 30) will be placed to the credit of the library, as a deposit, at the beginning of the following year. Rebate will under no circumstances be paid in cash, and no rebate will be carried over to a second fiscal year. If rebate is not taken up in the purchase of cards during the fiscal year in which it becomes available as a deposit, the rebate or remainder of it will be disregarded.

PROOF SENT ON REQUEST.

Departments and Divisions of the United States Government and State Library Commissions can obtain the proof gratis on the following conditions:

1. That application be made for the same, stating specifically for what purpose the proofs are to be used.
2. That the application be followed within one month by a deposit or requisition to cover cards which are to be purchased.
3. That purchases of cards through the Department, Division, or State Library Commission shall be commensurate with the cost of the proofs.
4. That, failing the fulfilment of the conditions mentioned in 1 and 3, the sending of the proofs shall be discontinued.

Proof will also be sent on above conditions to state libraries (in states having no regular library commission) the librarians of which perform functions similar to those assigned to state library commissions.

PRICE OF SAMPLE CATALOGUES.

Sample catalogues will be sent to subscribers gratis. The price to others is 50 cents per set of 40 cards.

METHOD OF PAYMENT.

The law requires payment in advance. The only satisfactory method of payment is to make a deposit against which current purchases of cards for specific books or subscription to cards or proof, may be charged.

To meet the wants of libraries the financial regulations of which require the rendering of bills before payment, bills will be sent for subscription in advance to either catalogue cards or proof, which may be treated in the same way as a bill for advance subscription to a periodical. These may be used to cover orders for cards for specific books as well as for subscriptions to current cards or proof. In the former case the deposit should approximate to the value of cards which the library expects to buy; in the latter case, to the probable number of cards in the class subscribed for or to the subscription price of proof.

The minimum deposit which will be received is \$3.00. A deposit of this amount will entitle subscribers to receive gratis all publications issued to date by the Library of Congress which are of special utility in ordering and using the printed cards.

Libraries now ordering cards for specific books and having a deposit remaining with the Library of Congress of \$3.00 or more need not at once send an additional deposit to cover subscription to current cards or proof.

Libraries will be notified when their deposits are exhausted.

Cards for not over five books and not exceeding 25 cents in value will be sent to any library as samples. Trial orders for cards exceeding 25 cents in value will be filled if accompanied by an amount sufficient to cover the cost. Money left over from trial orders will be returned with package. No account will be opened for less than \$3.

Payment should be made by cheque or money order payable to "The Librarian of Congress." Stamps will not be accepted in payment for cards or proof.

PART V.

SCOPE OF THE STOCK.

Inasmuch as it has been found necessary to make an extra charge on titles submitted as orders for cards which fall outside the scope of the stock, *subscribers who order by author and title* are requested to note carefully the limits of the present stock of cards.

1. *Cards for all copyrighted books received since June 1, 1898.*

It being impossible to tell from the date whether a book published in 1898 was published the first or last part of that year, all books marked "Copyrighted" on title leaf and having publication date or copyright date 1898 will be regarded as within the scope of stock, although it is manifest that cards will be in stock for but approximately seven-twelfths of such books.

Many so-called new editions of books are merely reprints not containing the "substantial changes" which make it necessary to have them copyrighted. Accordingly such are not received at the Library of Congress. If an older copyrighted edition was received before June, 1898, no card of any date is likely to be in stock for the work.

Inasmuch as the law only requires that "on or before the day of publication in this or any foreign country" copies be delivered "at the office of the Librarian of Congress or deposited in the mail within the United States addressed to the Librarian of Congress" ... libraries sometimes receive their copies as soon as or even sooner than the Copyright Office. There must in consequence be delay in furnishing the cards for such copies.

Through inadvertence on the part of publishers and authors and misapprehension as to the provisions of the copyright law, a few books, probably less than one per cent, which are marked "Copyrighted" on the title leaf do not come to hand until some days or weeks after date of publication. There must be unusual delay, of course, in furnishing the cards for such books.

2. *Current accessions of books of all classes (except the copyrighted books already noted in class 1) published since January 1st, 1901.*

Although the current accessions of the Library of Congress since January 1, 1901, contain a large percentage of non-current books of various dates, the percentage of such published in one year is so small compared with all the books published in that year that there is very little chance of cards being in stock for such non-current books of date earlier than 1901. Accordingly they are not regarded as being within the scope of the stock.

3. *American history, including British, Central and South America, and the outlying islands.*

Includes the whole collection of books of all dates on this subject. The collection comprises about 40,000 volumes, and is represented by about 25,000 printed cards. For list of subdivisions see p. 41-42.

4. *A selection of non-current works in Bibliography and Library Science.*

The printed cards now on hand number about 2,500. Although these represent only a fraction of the bibliographical works in the Library of Congress, the whole group will be regarded as within the scope of the stock.

For revised
statement of
the scope of
the stock see
Bulletin No. 3.

The above general statement as to the scope of the stock is subject to the following exceptions:

1. Cards are not printed for unfinished periodical publications, excepting in the following cases: (a) First volumes of important current periodical publications, an entry being made for the first volume and space left for a statement in manuscript as to later volumes received. (b) Volumes of a report or other periodical publication which are of especial significance to libraries or deal with live topics of the day.

2. Only the first volume of a work currently appearing in parts is catalogued. Space is left for the addition of the volume number of later volumes, and new cards for the entire set will usually be printed when the set is complete.

3. Governmental publications issued by authority of the general government or by state or local governments are not usually catalogued, as they are generally of a periodical nature (see 1 above). Such as are more or less monographic in their nature, so that they may be rationally bound separately, and contain a fair amount of valuable information on a definite topic, are likely to be catalogued separately.

4. Ephemeral publications received by copyright, such as elementary school text-books, and pamphlets on unimportant subjects.

Announcements of the commencement of the cataloguing of new classes at the Library of Congress and the dates on which they will be regarded as within the scope of the stock will be published in the Bulletin from time to time.

THE STOCK BY SERIES.

The number of the series previous to June 1, 1901, and the diversity in the serial numbering were due partly to exigencies of printing, partly to experiment. After June 1, 1901, all the series, excepting Music, were turned into one, numbered consecutively from the end of the English series, 3277 to 28370 (end of the 1901 series). The 1902 series starts with no. 1 and will be numbered consecutively until the end of the year. All these series are primarily distinguished by years, and the *year number must always be given in ordering by number*. These are shortened in the serial designation: 98 for 1898, 99 for 1899, 00 for 1900, 1 for 1901, 2 for 1902. The *date of the month*, printed until recently on the cards for each copyrighted book, and indicating the date of the "Catalogue of copyright entries" in which this title appeared, is of no significance in ordering by number, except in the case of the "*Copyright series, weekly numbered*," and the "*Miscellaneous series*" of December, 1900. In the latter case the month alone, designated by 12, is used. The characters M 1, M 2, M 3, M 4, which appear after the serial number on the cards (between 1-5881 and 2-4248) are an arbitrary token used to indicate the number of cards printed for the title. Previous to November 15th, 1901, they signified: M 1, 100; M 2, 60; M 3, 25; M 4, 15; from that date until February 18, 1902, when they ceased to be used, M 1 signified 200; M 2, 100; M 3, 60; M 4, 15. *They should be omitted in ordering by serial number.*

Series of Catalogue Cards now in print at the Library of Congress.

Date of cataloging.	Name.	Abbreviation.	Number of cards.	Description.	Order number.
Je-Ag, 1898....	Copyright series, consecutively numbered.	CC.	1-398	Accessions of copyrighted books (current works of all classes) for the period named in left column.	98-1, 2, 3, etc.
S, 1898-My, 1901....	Copyright series, weekly numbered.	CW.	21775	Accessions of copyrighted books (current works of all classes) for the period named in left column.	S, 7, 98-1, 2, 3, etc.
D, 1900.....	Miscellaneous series	Msc.	1-314	Miscellaneous accessions (nearly all English books) of all classes	12-1900-1, 2, 3, etc.
Ja-My, 1901....	Dutch series.....	D.	1-452	Dutch books, new and old, from the accessions of the period named in left column.	1-D-1, 2, 3, etc.
Ja-My, 1901....	French series.....	F.	1-3864	French books, new and old, from the accessions of the period named in left column.	1-F-1, 2, 3, etc.
Ja-My, 1901....	German series.....	G.	1-2897	German books, new and old, from the accessions of the period named in left column.	1-G-1, 2, 3, etc.
Ja-My, 1901....	Italian series.....	I.	1-289	Italian books, new and old, from the accessions of the period named in left column.	1-I-1, 2, 3, etc.
Ja-My, 1901....	English series.....	E.	1-3277	Books in the English language, new and old, non-copyrighted, from the accessions of the period named in left column.	1-1, 2, 3, etc.
Je-D, 1901.....	Nineteen-hundred-and-one series.	1	3278-[23370]	All accessions except maps and music for period named in left column; also all books recatalogued since June 1, 1901, viz: selections from Bibliography (including library science); local history of the Atlantic coast states; history of British, Central and South America (in part); general history of the United States (in part).	1-3278, 3279, etc.
Ja, 1902-date.	Nineteen-hundred-and-two series.	2	1-[20000] cont'd.	All accessions except music for period named in left column; also all books recatalogued during 1902, viz: further selections of the more important books in Bibliography (including library science); remainder of British, Central and South America; rest of the general history of the United States; the history of Great Britain (recataloguing commenced).	1-1, 2, 3, etc.
O-D, 1901.....	Map series.....	Map.	1-50	Maps and atlases catalogued during period named in left column	1-Map-1, 2, 3, etc.
O, 1901.....	Music series.....	Music.	1-642	Musical scores.....	1-Music-1, 2, 3, etc.
Ja-Je, 1901.....	Recatalogued series of United States history.	Re.	1-3499	Local history of the United States, including most of the states, excepting the Atlantic coast groups.	1-Re-1, 2, 3, etc.
My, 1901.....	Bibliography series.....	Z.	1-277	Bibliography (including library science) designated Z in the classification of the Library of Congress. Includes miscellaneous accessions for the period named in left column and a selection of books in bibliography recatalogued.	1-Z-1, 2, 3, etc.

THE STOCK BY CLASSES.

The following table has been devised by the Card Distribution Section to facilitate the ordering of cards by classes. It has grown without special attention to system and is necessarily unequally worked out. It has no connection with the catalogues and schedules of classification of the Library; some of the headings, however, have been borrowed from those sources.

"Main division" headings are in the center of the page, with all sub-classes below which are included in such main divisions. The order of subdivision of main classes is indicated by the indentation. The figures following each main division give the approximate number of cards in that main division on July 1st, 1902.

ART.

2,000 CARDS.

Architecture	Music
Biography	Scores
Cyclopedias	Painting
Drawing	Periodicals
Engraving	Photography
Landscape gardening	Reproductions
Minor arts	Sculpture
	Societies

BIBLIOGRAPHY.

3,300 CARDS.

Bibliophilism	Printing (continued)
Biography	Technology
Bookbinding	Publishing and bookselling
Catalogues	Societies
Booksellers	Subject bibliography
Library catalogues, general	Art
Library catalogues, special	Bibliography
Private library	History
Copyright	United States
Cyclopedias	Language
Individual bibliography	Literature
Libraries	Philosophy
Construction	Religion
History	Science
Library economy	Sociology
Manuscripts	Technology
National bibliography	Writing
Periodicals	Shorthand
Printing	Typewriting
<i>History</i>	

HISTORY.

26,500 CARDS.

Africa	Great Britain (continued)
America	Norman—York
Discovery	Roman
North	Saxon
Antiquities	Scotland
Explorations (early)	Stuart
Indians	Tudor
South	Victorian
Spanish	Wales
Arabia	Greece
Asia	Italy (476—date)
Australasia	Rome (modern)
Austria	Japan
Belgium	Levant
Biography	Mexico
Canada	Netherlands
Central America	Colonies
China	Norway-Sweden
Cuba	Palestine
Cyclopedias	Periodicals
East Indies	Persia
Egypt	Portugal
Europe	Roman Empire
France	Rumania
Colonies	Russia
Revolution and Napoleonic era	Societies
Germany	Spain
Colonies	Colonies
Great Britain	Switzerland
Antiquities	Turkey
Colonies	United States
Africa	Alabama
India	Alaska
Other	Arizona
Transvaal	Arkansas
Description	Atlantic Coast
England	California
Antiquities	San Francisco
Description	Civil War
London	Colonial
Hanoverian	Colonies
Ireland	Hawaii

HISTORY—Continued.

United States—Colonies (continued)	United States (continued)
Philippines	New England
Porto Rico	New Hampshire
Colorado	New Jersey
Colorado River	New Mexico
Confederate States	New York
Connecticut	Counties
Delaware	New York City
Description	Towns
District of Columbia	North Carolina
Washington	North Dakota
Explorations	Northwest
Florida	Northwest, Old
Formative period	Ohio
Georgia	Ohio Valley
Great Lakes	Oklahoma
Idaho	Oregon
Illinois	Pacific States
Chicago	Pennsylvania
Indian Territory	Philadelphia
Indiana	Recent
Iowa	Spanish-American War
Kansas	Religious
Kentucky	Revolution (1775-1789)
Louisiana	Rhode Island
Maine	Rocky Mountains
Maryland	South
Baltimore	South Carolina
Massachusetts	South Dakota
Boston	Southwest
Counties	Tennessee
Towns	Texas
Mexican War	Utah
Michigan	Vermont
Middle States	Virginia
Minnesota	War of 1812
Mississippi	Washington
Mississippi Valley	West
Missouri	West Virginia
St. Louis	Wisconsin
Montana	Wyoming
Nebraska	Yellowstone
Nevada	West Indies

LANGUAGE.

1,200 CARDS.

Biography	Italian
Celtic	Latin
Chinese and Japanese	Minor
Dictionaries	Periodicals
Dutch	Russian
English	Sanskrit
Anglo-Saxon	Scandinavian (including Danish)
French	Semitic
German	Societies
Greek	Spanish

LITERATURE.

14,900 CARDS.

American	English—Poetry (continued)
Drama	Shakespeare
Essays	Extracts and quotations
Fiction (American and English)	French
Juvenile	German
Humor	Greek
Poetry	Italian
Readers and speakers (American and English)	Dante
Biography	Japanese
Chinese	Latin
Cyclopedias	Minor
Dutch	Periodicals
English	Persian
Drama	Russian
Essays	Scandinavian (including Danish)
Fiction (see Fiction, American)	Societies
Humor	South American
Poetry	Spanish
	Swedish

PHILOSOPHY.

900 CARDS.

Biography	Periodicals
Cyclopedias	Psychology
Ethics	Occultism
Logic	Societies

RELIGION.

3,300 CARDS.

Biography	Christianity—Sects (continued)
Brahmanism	Eastern Church
Buddhism	Methodism
Christianity	Minor
Associations	Presbyterian
Bible	Sermons
Old Testament	Theology
New Testament	Cyclopedias
Christ	Judaism
Christian life	Minor
Missions	Mohammedanism
Reformation	Mythology
Sects	Greek and Roman
Baptists	Teutonic
Catholic	Periodicals
Church of England	Societies

SCIENCE.

2,100 CARDS.

Anatomy and physiology	Mathematics
Astronomy	Algebra
Bacteriology	Arithmetic
Biography	Geometry
Biology	Meteorology
Botany	Mineralogy
Chemistry	Museums
Cyclopedias	Paleontology
Geodesy	Periodicals
Geology	Physics
Petrology	Societies
Physical geography	Zoology

SOCIOLOGY.

6,800 CARDS.

Anthropology	Communication (continued)
Ethnology	Post
Folklore	Railroads
Archaeology	Steam
Biography	Street
Christian	Roads and vehicles
Communication	Shipping
Canals	Telegraph
Commerce	Telephone
Bookkeeping	Cyclopedias

SOCIOLOGY—Continued.

Dependents	Political science (continued)
Charities	Colonization
Criminology	Constitutions
Economics	United States
Capital	Law
Finance	Criminal
Banking	International
Currency	Reports
Prices	Statutes
Tariff	Legislative bodies
Taxation	Local government
Education	Cities
United States	Suffrage
Institutions	United States
Family	Population
Women	Recreation
Slavery	Theatre
United States	Reforms
Societies	Communism
Secret	Cooperation
Labor and wages	Insurance
Manners and customs	Social settlements
Periodicals	Socialism
Political science (government)	Temperance
Army and navy	Societies
United States	Statistics

TECHNOLOGY.

2,100 CARDS.

Agriculture	Manufactures (continued)
Domestic animals	Metals
Horticulture	Iron
Biography	Other
Building	Medicine
Cyclopedias	Dentistry
Domestic economy	Hygiene
Cooking	Private
Electricity	Public
Engineering	Materia medica and therapeutics
Civil	Optical
Mechanical	Surgery
Expositions	Women and children
Forestry	Mines and mining
Manufactures	Navigation
Beverages	Periodicals
Ceramics	Physical culture
Foods	Societies

UNCLASSIFIED.

6,400 CARDS.

Biography	Government documents
Collective	Municipal and local
Individual	State
Collected works	United States
Cyclopedias (general)	Heraldry
Genealogy	Periodicals (general)
Collective	Societies (general)
Families	Voyages (general)
Geography	
Maps	

PART VI.

THE DEPOSITORY LIBRARIES.

Sets of the printed catalogue cards issued by the Library of Congress are being deposited at libraries in various parts of the country for the following purposes:

1. To enable students and investigators to ascertain whether certain works are in the Library of Congress without making a trip to Washington or submitting lists of books.
2. To promote bibliographical work.
3. To promote uniformity and accuracy in cataloguing.
4. To enable the depository library and other libraries in its vicinity to order cards for their catalogues with the minimum expenditure of labor by submitting lists of serial numbers taken from the depository cards.

The deposits of cards are made under the following conditions:

1. They shall be accommodated in suitable cases.
2. They shall be alphabetically arranged.
3. They shall be made accessible to the public.

The chief considerations which have influenced the choice of depositories are:

1. Geographical location.

Other things being equal, it was desired that the depositories be so dispersed as to be within easy traveling distance from any part of the country.

2. Centers of population.

Because the centers of population are in general the centers of intellectual activity.

3. Centers of educational activity.

The depositories seem likely to be of especial use to students at the universities.

4. Centers of library activity.

Cities which are centers of library activity, and especially those containing library schools, seem to have special claims to a depository library.

5. Accessibility.

To be of full utility, the depositories should be in cities accessible to more than the immediate local constituency.

With the exception of a few hundred cards, representing incomplete serials printed in a small edition for the special use of the Copyright Office, the intention is to make the depository sets of printed cards as complete as any set at the Library of Congress. Thus the ground covered by any of these collections will be identical with the scope of the stock of printed cards at

the Library of Congress given in this edition of the Handbook on p. 37-46. Changes in the scope of the collections at the depositories can be followed in announcements as to scope of the stock of printed cards at the Library of Congress given in future issues of Bulletin and Handbook.

On September 1, 1902, the collections of printed cards already shipped to each depository or remaining to be shipped will approximate to 85,000 cards. The annual additions to the deposits for the next five years will probably be about 50,000 per year.

The original plan for the depository libraries called for twenty-five in the United States and Canada. Twenty-one of these have already been selected, viz :

Brooklyn Public Library, Brooklyn, N. Y.
Carnegie Library of Atlanta, Atlanta, Ga.
Cincinnati Public Library, Cincinnati, O.
Cleveland Public Library, Cleveland, O.
Denver Public Library, Denver, Col.
Fiske Free and Public Library, New Orleans, La.
Illinois State University, Champaign, Ill.
John Crerar Library, Chicago, Ill.
Johns Hopkins University Library, Baltimore, Md.
McGill University Library, Montreal, Canada.
Massachusetts State Library, Boston, Mass.
Mechanics Institute Library, San Francisco, Cal.
Minnesota University Library, Minneapolis, Minn.
Nebraska University Library, Lincoln, Neb.
New York Public Library, New York, N. Y.
New York State Library, Albany, N. Y.
Pennsylvania University Library, Philadelphia, Pa.
Philadelphia Free Library, Philadelphia, Pa.
St. Louis Public Library, St. Louis, Mo.
Texas University Library, Austin, Tex.
Wisconsin State Historical Library, Madison, Wis.

